

Smarter Balanced Assessment Consortium: Online Pilot Test Coordinator Manual

For Spring 2013 Pilot Tests of English Language Arts/Literacy &
Mathematics

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Prepared by the American Institutes for Research (AIR)



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Descriptions of the operation of the Test Delivery System, Test Information Distribution Engine, and related systems are property of the American Institutes for Research (AIR) and are used with permission of AIR.



SMARTER BALANCED ASSESSMENT CONSORTIUM SUPPORT

The Smarter Balanced assessment portal at <http://sbac.portal.airast.org/> is the home for all Smarter Balanced pilot test administration information. All manuals, brochures, and information related to the pilot are available on the portal. Additionally, all Smarter Balanced pilot test applications can be accessed through from the portal. The portal is where all announcements and news related to the Smarter Balanced Pilot Tests will be posted.

For questions regarding the online testing system or for additional assistance, please contact the Smarter Balanced Pilot Test Help Desk at the American Institutes for Research (AIR) at SmarterBalancedHelpDesk@air.org.

The Help Desk is open Monday through Friday from **7:00 a.m. to 10:00 p.m.** Eastern time/4:00am to 7:00pm Pacific time. During these hours, staff will respond promptly to calls.

The Help Desk should be contacted for situations such as the following:

1. Testing environment is down or unavailable.
2. User accounts are not available or users are not able to administer tests.
3. Incorrect or missing student(s) or student information.

When contacting the Help Desk, provide as much detail as possible about the issues encountered and the system on which it occurred. This should include the following:

- Any error messages that appeared
- Operating system and browser information
- Information about network configuration

Smarter Balanced Pilot Test Help Desk Contact Information
Phone 1-866-815-7246; E-mail SmarterBalancedHelpDesk@air.org

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OVERVIEW OF THE SMARTER BALANCED PILOT TEST

About the Smarter Balanced Assessment Consortium

The Smarter Balanced Assessment Consortium is a state-led consortium developing assessments aligned to the Common Core State Standards in English language arts/literacy and mathematics that are designed to help prepare all students to graduate from high school college- and career-ready. For more information about the Smarter Balanced Assessment Consortium, go to www.smarterbalanced.org.

About the Pilot Test

The Smarter Balanced Pilot Test provides the Consortium an opportunity to (1) gather data on the functioning of items, (2) conduct initial scaling, and (3) test the online testing system and will be delivered to 1.2 million students from approximately 6,000 schools in 21 Smarter Balanced governing states. The English language arts/literacy and mathematics assessments included in the Pilot Test will be delivered online using a secure testing system.

The Pilot Test will include several thousand selected- and constructed-response items and performance tasks across grades 3 through 11. The data from the Pilot Test will provide the Consortium with important information on how these items and tasks perform in a real-world setting.

Student participation.

Students in the specified grade levels will participate in the Smarter Balanced Pilot Test unless they receive a special exemption. Generally, if a student is eligible for the state's general education accountability assessment or takes the Alternate Assessment based on Modified Achievement Standards (AA-MAS) and attends a school invited to participate in the pilot, he or she is eligible to participate.

User Roles and Responsibilities for the Pilot Test

User roles in the Online Testing System for the Smarter Balanced Pilot Test:

User Role	Description
State	State-level users may upload, add and edit student information into the Test Information Distribution Engine (TIDE); add other state-level users, DCs, SCs, and TAs into TIDE as administrators; and can access the TA Interface.
District Coordinator (DC)	District Coordinators are responsible for coordinating testing in their district. They should ensure that the SCs and TAs in their districts are appropriately trained and aware of policies and procedures. Note: <i>If District Coordinators (DCs) do not have a testing role in your state, DC duties must be explicitly assigned and/or undertaken by appropriate state or school staff.</i>
School Coordinator (SC)	A School Coordinator can be a principal, vice principal, technology coordinator, counselor, or other staff member. We recommend that the SC be a person with non-instructional or limited instructional duties so that she or he can coordinate testing activity in the school. SCs are ultimately accountable for ensuring that testing is conducted in accordance with the test security and other policies and procedures established by the Smarter Balanced Assessment Consortium. SCs must <ul style="list-style-type: none"> • identify TAs and ensure that they are properly trained; • create or approve testing schedules and procedures for the school; • work with technology staff to ensure that necessary secure browsers are installed and any other technical issues are resolved; • monitor testing progress during the testing window and ensure that all students participate as appropriate; • address testing problems as needed; and • report all potential test improprieties to their DC, ideally within one business day of learning of the potential impropriety.
Test Administrator (TA)	Test Administrators administer the Smarter Balanced Pilot Test. The Smarter Balanced Pilot Test may be administered only by individuals approved as Smarter Test Administrators. Individuals who may be approved are: <ul style="list-style-type: none"> • state-certified educators (teachers, administrators, or guidance counselors); • paraprofessionals, if closely supervised by an on-site trained, state-certified educator; and • substitute teachers (if they are not certified educators within your state, they must be closely supervised by an on-site state-certified educator). Note: <i>Regardless of role, all TAs must receive Smarter Balanced test administration training and review all Smarter Balanced policy and administration documents prior to administering any Smarter Balanced Pilot assessments.</i>

All Test Coordinators, Test Administrators, and school administrative staff who will be involved in the Smarter Balanced pilot administration must complete the Smarter Balanced Pilot Test online training modules, which can be found on the portal at <http://sbac.portal.airast.org/>. These modules will be self-paced and will provide training on technology requirements, TIDE/user roles, online test administration from the perspective of the TA and the student, and how to properly administer performance tasks.

Checklists for Users

District Coordinator Checklist

	Activity	Completion
<input type="checkbox"/>	Attend WebEx training session and review all Smarter Balanced policy and test administration documents posted to the portal	Prior to testing
<input type="checkbox"/>	Review scheduling and testing requirements with School Coordinators	Prior to testing
<input type="checkbox"/>	Work with District Technology Coordinators to ensure timely computer setup	Prior to testing
<input type="checkbox"/>	Work with schools to review Test Information Distribution Engine (TIDE) student enrollment information	Before and during testing
<input type="checkbox"/>	Ensure that all School Coordinators and Test Administrators are trained on how to properly administer the Smarter Balanced assessments	Prior to testing
<input type="checkbox"/>	Investigate and report the dispensation of all test improprieties and irregularities to the state for reporting to the Smarter Balanced Assessment Consortium (see the <i>Reporting Testing Improprieties and Irregularities</i> section of this manual for more information)	Ongoing. Deadline for all submissions will be one week after testing window closes

School Coordinator Checklist

	Activity	Completion
<input type="checkbox"/>	Attend WebEx training session and review all Smarter Balanced policy and test administration documents posted to the portal	Prior to testing
<input type="checkbox"/>	Ensure that all TAs attend Smarter Balanced WebEx training and review the self-paced online training modules posted to the portal	Prior to testing
<input type="checkbox"/>	Work with technology personnel to ensure that the Smarter Balanced secure browser has been installed and is working on all computers to be used with testing	Prior to testing
<input type="checkbox"/>	Establish a testing schedule to determine when students will test within the designated two-week testing window (see <i>Appendix A</i> for information about scheduling)	Before testing window opens
<input type="checkbox"/>	Review student information in TIDE applications before the student is tested to ensure that correct student information and test settings are applied	Before and during each testing window
<input type="checkbox"/>	Report all potential improprieties and irregularities to the DC, ideally within one business day of learning of the incident (see the <i>Reporting Testing Improprieties and Irregularities</i> section of this manual for more information)	Ongoing. Deadline for all submissions is one week after testing window closes.

Test Administrator Checklist

	Activity	Completion
<input type="checkbox"/>	Attend WebEx training session and review all Smarter Balanced policy and test administration documents posted to the portal	Prior to testing
<input type="checkbox"/>	Prepare the testing environment, ensuring that students have access to only those allowable resources identified by Smarter Balanced	Prior to testing
<input type="checkbox"/>	Administer the Smarter Balanced assessments, following the directions for administration and script (located in the <i>Online Pilot Test Administration Manual</i>)	During testing
<input type="checkbox"/>	Report testing improprieties and irregularities (see the <i>Reporting Testing Improprieties and Irregularities</i> section of this manual for more information)	During testing
<input type="checkbox"/>	Securely dispose of all printed testing materials, including student login information, print-on-request documents and scratch paper in a secure manner (see the <i>Destroying Test Materials</i> section for information about securely disposing of testing materials)	After testing

INTRODUCTION TO THE ONLINE PILOT TEST COORDINATOR MANUAL

This *Online Pilot Test Coordinator Manual (TCM)* is primarily for District and School Coordinators who will play an active role in managing the Pilot Test administration in their selected schools.

This manual provides needed information regarding test security and test administration policies and describes the responsibilities of each role in the Online Testing System.

The manual also includes the user guide for the Test Information Distribution Engine (TIDE) system, which allows authorized personnel to create user accounts and manage students' test settings for the Pilot Test administration.

Personnel who will be acting as Test Administrators and monitoring test sessions for the Pilot Test should read the *Online Pilot Test Administration Manual (TAM)*, which is available on the Smarter Balanced portal.

Glossary

This glossary defines terms that are specific to the Smarter Balanced Pilot Test and the online testing environment.

Term	Definition
Accommodation	A practice or procedure in presentation, response, setting, and timing or scheduling that, when used in an assessment, provides increased equity access to all students. Consortium-approved accommodations do not compromise the learning expectations, construct, grade-level standard, or intended outcome of the assessment.
Classroom activity	Classroom activities are one part of the Pilot Test and require the Test Administrator and students to interact. Students will respond to questions about the activity they completed.
Computer-Administered Items	Computer-administered items include selected-response, constructed-response, and technology-enhanced items.
Consortium	The Smarter Balanced Assessment Consortium
District Coordinator (DC)	District personnel responsible for the overall administration of the Pilot Test in a district. DCs should ensure that the School Coordinators (SCs) and Test Administrators (TAs) in their districts are appropriately trained and aware of policies and procedures.
Force Majeure	An extraordinary circumstance (e.g., a power outage or network disturbance lasting for more than one full school day) or act of nature (e.g., flooding, earthquake, volcano) that directly prevents a school from making reasonable attempts to adhere to the Pilot Test schedule.
Invalidation	The act of omitting test results and student responses from the testing, reporting, and accountability systems for a given testing opportunity for which the student may not retest.

Performance Task (PT)	Performance tasks are one part of the Pilot Test and require students to answer a set of questions in response to an activity.
Reset	Resetting a test allows the student to restart the test opportunity. For example, this may occur if the test accommodations were set incorrectly.
Restricted Resource	Any computer-based application, tool, functionality, or non-electronic resource approved by Smarter Balanced for the purposes of the pilot that does not interfere with the measured construct but has restricted availability and requires district documentation of individual student need prior to its use. An example of this is print-on-request.
School Coordinator (SC)	School personnel responsible for monitoring the Pilot Test schedule, process, and Test Administrators. SCs are also responsible for ensuring that testing is conducted in accordance with the test security and other policies and procedures established by the Smarter Balanced Assessment Consortium.
Secure Browser	A downloaded browser that provides access to the Pilot Test and prevents students from accessing specific hardware and software functions (e.g., other browsers, screenshot programs) that are not allowed during the assessment.
SSID	A unique identifier assigned to each student by his or her state education agency.
Test Administrator (TA)	District or school personnel responsible for administering the Smarter Balanced Pilot Test in a secure manner in compliance with the policies and procedures outlined in the <i>Online Pilot Test Administration Manual</i> .
Testing Impropriety	The administration of a Smarter Balanced Pilot Test not in compliance with the policies and procedures outlined in the <i>Online Pilot Test Administration Manual</i> .
Testing Irregularity	Unusual circumstances that impact an individual or a group of students who are testing and may potentially affect student performance on the test.
Test Information Distribution Engine (TIDE)	The Test Information Distribution Engine (TIDE) provides administrators with the tools to add and manage users and students participating in the Smarter Balanced Pilot Test. TIDE uses a role-specific design to restrict access to certain tools and applications based on the user's designated role.

Pilot Test Resources

Resource	Description
<i>Online Pilot Test Administration Manual</i>	Manual that provides needed information regarding policies and procedures for the Smarter Balanced Pilot Test as well as screenshots and step-by-step instructions on how to administer the online Pilot Tests.
<i>Online Pilot Test Coordinator Manual</i>	Manual that includes information for State Coordinators, District Coordinators, and School Coordinators. This manual describes security and the policies and responsibilities for each role in online testing. It includes instructions on how to use the Test Information Distribution Engine (TIDE) system.
Training Test	Resource for test administrators and students to become familiar with the format and functionality of the online test.
<i>Technology Specifications Manual for Online Testing</i>	Manual that contains the technical specifications for online testing for Technology Coordinators, including information about Internet and network requirements, hardware and software requirements, secure browser installation, and text-to-speech.

REVIEW TECHNOLOGY INFRASTRUCTURE

Prior to test administration, Test Coordinators and Technology Coordinators should review the technology infrastructure at their schools.

Technology Resources

The *Technology Strategy Framework and System Requirements Specifications* document is available for download from the Technology page of the Smarter Balanced website (www.smarterbalanced.org). This document provides information about supported technology and technology requirements. This document can be used to confirm that your school meets the minimum requirements for online testing.

The Smarter Balanced portal provides a link to a diagnostic testing tool that Technology Coordinators can use to test their school's bandwidth.

<https://sbac.tds.airast.org/networkdiag/Pages/LoginShell.aspx?section=sectionDiagnostics>.

In order to use the diagnostic tool:

1. Select the test your school will administer.
2. Enter the total number of students who will take the test.
3. Click [Run Network Diagnostics Test].

Note: You may want to run this test more than once and at different times of the day, as throughput estimates change as the network conditions change and can vary from run to run.

A *Technical Specifications Manual for Online Testing* provides Technology Coordinators with the technical specifications for online testing, including information about Internet and network requirements, hardware and software requirements, secure browser installation, and text-to-speech.

About the Secure Browser

The Smarter Balanced Pilot secure browser must be installed on all computers that will be used for testing. Students must use the secure browser to log in to the Student Interface and access the Smarter Balanced Pilot Test. The secure browser is designed to ensure test security by prohibiting access to external applications or navigation away from the test.

Your school's Technology Coordinator is responsible for ensuring that the secure browser has been correctly installed on all computers to be used for testing at your school.



For the Pilot Test, the correct version of the secure browser must be installed on each machine that will be used for testing. Incorrect versions of the secure browser will not work. Any secure browsers that were downloaded for statewide testing, the Cognitive Labs or the Small Scale Trials will not work for the Pilot Test.

For information about accessing and installing the secure browsers or accessing the Pilot Test using Chromebooks, refer to the Secure Browsers page on the Smarter Balanced portal (<http://sbac.portal.airast.org/>).

While the secure browser is an integral component of test security, Test Administrators perform an equally important role in preserving test integrity and security. In addition to the security guidelines presented in this manual and any additional security guidelines provided by individual states, districts, or schools, TAs should be aware of the following and employ the necessary precautions while administering online assessments:

- **Close External User Applications**

Prior to administering the online assessments, TAs should check all computers that will be used and close all applications except those identified as necessary by the school's Technology Coordinator. After closing these applications, the TA should open the secure browser on each computer. *The secure browser will not work if the computer detects that a forbidden application is running (see below).*

- **No Testing on Computers with Dual Monitors**

Students must not take online assessments on computers that are connected to more than one monitor. Systems that use a dual monitor setup typically display an application on one monitor screen while another application is accessible on the other screen.

Forbidden application detection.

The secure browser and Student Interface automatically detect certain applications that are prohibited from running on a computer while the secure browser is open. When the secure browser is launched, the system checks all applications currently running on a computer. If a forbidden application is detected, the student will not be able to log in. A message will also be displayed that lists the forbidden application(s) that needs to be closed. **Note:** *If a forbidden application is launched in the background while the student is already in a test, the student will be logged out and a message displayed.*

Before administering tests, Test Administrators should take proper measures to ensure that forbidden applications are not running on student computers. Test Administrators may contact their school's IT department for assistance in closing forbidden applications.

Secure browser error messages.

- **Secure Browser Not Detected**

The system automatically detects whether a computer is using the secure browser to access the online testing system. The system will not permit access to the test other than through the secure browser; under no conditions may a student access a Pilot Test using a non-secure browser.

- **Unable to Establish a Connection with the Test Delivery System**

If a computer fails to establish a connection with the Test Delivery System, the message below will be displayed. This is most likely to occur if there is a network-related problem. The cause can be anything from a network cable not being plugged in to the firewall not allowing access to the site.

Unable to establish a connection with the Test Delivery System (TDS).

[CLICK HERE TO TRY AGAIN](#)

Force-quit commands for secure browsers.

In the rare event that the secure browser or test becomes unresponsive and you cannot pause the test or close the secure browser, you have the ability to “force quit” the secure browser.

To force the browser to close, use the following keyboard commands. (Reminder: This will log the student out of the test he or she is taking. When the secure browser is opened again, the student will have to log back in to resume testing.)



We strongly advise against using the force-quit commands, as the secure browser treats this action as an abnormal termination. The secure browser hides features such as the Windows taskbar, and if the secure browser is not closed correctly, then the taskbar may not reappear correctly.

These commands should be used only if the **[Close Secure Browser]** button does not work.

Windows: **[Ctrl] + [Alt] + [Shift] + [F10]**

Mac OS X: **[Ctrl] + [Alt] + [Shift] + [F10]**

Linux: **[Ctrl] + [Alt] + [Shift] + [Esc]**

Note for Windows and Mac Users:

If you are using a laptop or netbook, you may also need to press the **[FN]** key before pressing **[F10]**.

TEST ADMINISTRATION

This section provides an overview of the online testing environment. Information about the training test, test pauses, and resumptions is also included in this section.

Note: All students must complete their tests before the end of the assigned two-week testing window.

Student Enrollment and Login Process

Student enrollment.

Only students who are enrolled in the schools and grades participating in the Smarter Balanced Pilot Test may take the assessments. **Each student must be correctly assigned to his or her school and grade in the Smarter Balanced TIDE system.** If an eligible student does not appear in TIDE or is associated with an incorrect school or grade, this information must be updated before the student can test. **Students should NOT test if their information is incorrect.**

Refer to *Appendix B: TIDE User Guide*, for additional information.

Student login.

Students will log into the Smarter Balanced Pilot Test using their legal first names (i.e., first names as they appear in TIDE), their state abbreviation (e.g., Iowa = IA) followed by a hyphen and their state SSID numbers, and a test session ID. (**Note:** When a Test Administrator creates a test session, a unique session ID is automatically generated. Session IDs typically are the first four letters of the TA's last name followed by a hyphen, and at least one number. This session ID must be provided to the students before they log in.)

Sample:

First Name: John

State-SSID: DC-123456789

Session ID: Demo-123

Verifying student information

Test Coordinators and Test Administrators can verify students' SSIDs in TIDE prior to starting a test administration. However, it is important for anyone with access to this information to remember that student personal information, including SSIDs, is confidential. **If materials containing both the student name and the SSID are distributed to students, these materials must be collected before the students leave the testing room and then shredded.** For additional information about security protocols, refer to the *Test Security* section of this manual.

Preparing Students for Testing

It is highly recommended that all students access the Training Test site before taking the pilot test. The training tests will be especially beneficial for those students who have not previously participated in online testing.

The Smarter Balanced Pilot Test includes the following question types (though all tests may not contain all item types):

- Selected-response items: The student selects an answer option by clicking anywhere on the answer choice.
- Constructed-response items: The student types a response into a response box.
- Technology-enhanced items: The student uses the mouse or keyboard to manipulate items or draw responses in the response box.
- Performance tasks: The student completes an extended activity in preparation for answering questions.

Overview of training sites.

This section provides an overview of the TA Training Test Site and the Student Test Training Site. Both sites are accessible from the Training Test section of the Smarter Balanced portal (<http://sbac.portal.airast.org/>).

- The TA Training Test Site may be used only by authorized state-level users, District Coordinators, School Coordinators, and Test Administrators.
- The Student Training Test Site may be used by anyone. Students can log in as guests or use their first name and State-SSID. Students who log in using their credentials may log into a guest session or into a proctored training session with a training session ID.

The training tests can be used alone or in conjunction with the TA Training Site. These applications can be used together to simulate an online testing session so that both Test Administrators and students can become comfortable with the online testing environment. For additional information, refer to the *TA User Guide* in the *Online Pilot Test Administration Manual*.



Do NOT use the live Student Interface or TA Interface for practice. For all training test sessions, use the TA Training Site and the training tests.

General Rules of Online Testing

This section provides a brief overview of the general test administration rules as well as information about test tools and accommodations. For more advanced information, refer to the *TA User Guide* section of the *Online Pilot Test Administration Manual*.

Basic test rules.

- Students **must answer all test items on a page** before going to the next page. Some pages contain multiple test items. Students may need to use the vertical scroll bar to view all items on a page.
- Students may mark items for review and use the Past/Marked drop-down list to easily return to those items.
- Students may review past items and change their answers only if the test has not been paused for more than 20 minutes (see the *Pause Rules* section below for exemptions). However, when students are transitioning from one section of the test to another, they may not return to sections for which they have already submitted their answers.

Pause rules.

- When students have paused a test, they must log back in to resume testing. Upon resumption, students will automatically be directed to the first page that has an unanswered item.
- In the event of a technical issue (e.g., power outage or network failure), students' tests will be paused and the students will be logged out.

Test with Computer-Administered Items Only

Students are not permitted to change answers after their test has been paused for more than 20 minutes, even if they have marked an item for review. The only exception to this rule is if a student was in the middle of a page containing multiple test items when the test was paused and at least one item on that page had not yet been answered.

- **If a test is paused and the student resumes testing within 20 minutes**, the student is
 - presented with the test item or passage and associated items he or she was working on when the test was paused or shut down; and
 - permitted to answer previously shown items (both answered and unanswered).

- When a test is paused for 20 minutes or more, the student is
 - presented with the test page containing the test item(s) he or she was working on when the test was paused (if the page contains at least one unanswered item) OR with the next test page (if all items on the previous test page were answered); and
 - NOT permitted to change any previously answered test items (with the exception of items on a page that contain at least one item that was not answered yet).

Tests with both Computer-Administered Items and Performance Tasks

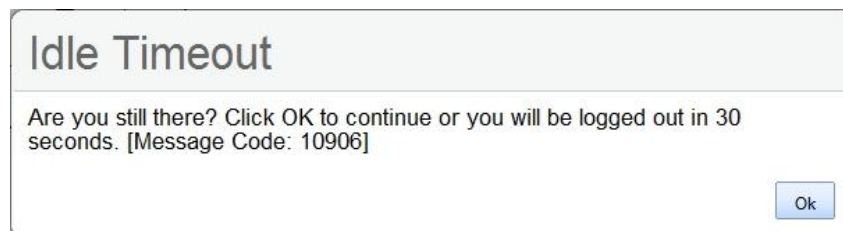
When both computer-administered items and performance tasks are present in the same test, the computer-administered items and performance task elements each represent a segment to which the student may not return once that segment has been completed and submitted. These tests will not have the 20-minute pause rule applied.

Test timeout (due to inactivity).

As a security measure, students are automatically logged out after 20 minutes of test inactivity. This timeout also results in the test being paused automatically.

Activity is defined as selecting an answer or navigation option in the test (e.g., clicking **[Next]** or **[Back]** or using the **Past/Marked Questions** drop-down list to navigate to another question). Clicking on an empty space on the screen is not considered activity.

*Before the system logs the student out of the test, a warning message will be displayed on the screen. If the student does not click **[OK]** within 30 seconds after this message appears, he or she will be logged out.*



Test opportunity expiration.

A student's test opportunity remains active until the student completes the opportunity or until the test window expires.

Pilot Test Tools for Students

About test settings and accommodations.

Accommodations must be set in TIDE prior to starting a test session. For additional information about the availability of accommodations, refer to the *Test Accommodations* section on page 17. For information on updating students' accommodations information, refer to *Appendix B: TIDE User Guide*.

The Pilot Test and training test contain tools that are available to all students. Additional tools are available for students who need the required accommodation(s).

- **Zoom in and out on test pages:** Students can make test questions (text and graphics) larger by clicking the **[Zoom In]** button. Students can also click the **[Zoom Out]** button to return to the default or smaller print size. Print sizes include the following:
 - Default size (no zoom applied) (approximately 14 point type)
 - Level 1 (1.5 × default)
 - Level 2 (1.75 × default)
 - Level 3 (2.5 × default)
 - Level 4 (3 × default)

Note: The default font for ELA tests is Times New Roman; for mathematics tests, Verdana.

- **Highlighter:** Students can highlight all or parts of stimuli and questions.
- Pause the test and resume it any time before the test window ends. Students will be directed to the first page with unanswered questions. Refer to the pause rules section on page 14 for additional information.
- **Strikethrough:** Students can cross out selected-response options by using the strikethrough function. (**Note:** Students must still select a response option in order to answer the question.)
- **Mark for review:** Students can use the flag function to mark a question to return to later. (**Note:** If a test comprised of only computer-administered items is paused for more than 20 minutes, the student will not be allowed to return to marked questions.)

Test Accommodations

Available accommodations for students with documented IEPs or 504 plans or students identified as English language learners include the following:

- Grade 3 math: Text-to-speech, Braille, Spanish side-by-side translation, English glossary, Spanish glossary
- Grade 4 ELA: Text-to-speech, Braille, English glossary
- Grade 7 math: Text-to-speech, Braille, Spanish side-by-side translation, Spanish glossary
- Grade 7 ELA: Text-to-speech, Braille
- Grade 11 math: Text-to-speech, Braille, Spanish side-by-side translation, Spanish glossary
- Grade 11 ELA: Text-to-speech, Braille

Note: Students receiving the above accommodations must meet **both** of the following two conditions:

1. They are in one of the listed grade/subject combinations.
2. Based on the scientific sample assignment of their school and grade, they are in a grade that is assigned to receive computer-administered items only.

Students receiving performance tasks will have access only to color and print size accommodations.

All students will have the option of receiving the following accommodations:

- **Color choices:** These text and background colors are available for selection in TIDE. The color choice selected will apply to all tests for that student.
 - Black on White (default)
 - Black on Rose
 - Medium Gray on Light Gray
 - Yellow on Blue
 - Reverse Contrast
- **Print-on-request:** Students can use print-on-request to request the printing of individual reading passages or stimuli. However, permission for a student to receive this must first be set in TIDE by a state-level user, District Coordinator or School Coordinator. For a student to print individual items, contact the Smarter Balanced Help Desk (1-866-815-7246) in order to have this accommodation set in TIDE. Please note that students who require any print-on-request setting must have it set in TIDE *before* the students begin testing.

For further clarification on the provision of test accommodations for the Pilot Test, individuals should refer to the Accessibility and Accommodations Pilot Guidance, provided by the Consortium.

TEST SECURITY

The security of assessment instruments and the confidentiality of student information are vital to maintain the validity, reliability, and fairness of the results.

All test items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment questions, prompts, and student information. Any deviation in test administration must be reported to ensure the validity of the assessment results. Mishandling of test administration puts student information at risk. Failure to honor security severely jeopardizes the accuracy of student data.

To ensure consistent administration across all participating schools in every Smarter Balanced state, all Test Administrators must take the Test Administrator training modules located on the Smarter Balanced Assessment Portal.

Security of the Test Environment

The test environment refers to all aspects of the testing situation while students are testing. The test environment includes what a student can see, hear, or access (including access via technology).

Requirements of a secure test environment include, but are not limited to the following:

- A quiet environment, void of talking or other distractions that might interfere with a student's ability to concentrate or might compromise the testing situation.

It is important to establish procedures to maintain a quiet testing environment throughout the testing session, recognizing that some students will finish more quickly than others. If students are allowed to leave the testing room when they finish, they must do so without disrupting others and know where they are expected to report once they leave. If students are expected to remain in the testing room until the end of the session, they should be instructed on what activities they may do after they finish the test.

- Information that is displayed on bulletin boards, chalkboards, or charts (e.g., wall charts that contain literary definitions, maps, etc.) and that might be used by students to help answer questions **must be removed or covered**.
- Visual barriers or adequate spacing between students' seating.
- Student access to and use of only those allowable resources identified by Smarter Balanced that are permitted for each specific assessment (or portion of an assessment).
- Ensuring that only students who are testing may observe assessment items. Based on the item type (i.e., performance tasks), trained Test Administrators may also have limited exposure to assessment items in the course of properly administering the assessment; however, even Test Administrators may not actively review or analyze any assessment items.
- No electronic devices that allow students to access outside information, communicate among students, or photograph or copy test content. This includes cell phones, personal digital assistants (PDAs), iPods, cameras, and electronic translation devices.
- Administration of the Smarter Balanced Pilot Test only through the Student Testing Site via a secure browser or Google Chromebooks login profile.

Secure Handling of Printed Test Materials and Note Paper: Printing, Storage, and Disposal

Any note paper or assessment items and passages printed must be kept in a securely locked room that can be entered only with a key or keycard. All test materials must remain secure, both prior to the testing event and following a testing event until testing materials are returned or securely shredded. All test materials must be returned to the School Coordinator (SC) on the day that testing is completed and kept in a secure area until all tests are completed.

Under extremely rare circumstances, students may be allowed to print individual test items or stimuli using print-on-request; this is considered a restricted resource and will require sign-off prior to assigning this to a student. The decision to allow students to use print-on-request must be made on an individual basis.

As noted previously, the printing of items/stimuli is intended for those extremely rare instances (e.g., photosensitive epilepsy) where a student's condition prevents him or her from accessing material online. Access to printed items/stimuli should **not** be assigned based solely on a student's personal preference. For students without an IEP or 504 Plan, the decision to allow this accommodation must be based on each individual student's need. ***Note:** It is a testing impropriety to apply this restricted resource for a student without documentation of actual need. Based on reports from the Epilepsy Foundation, conditions such as epilepsy occur in less than 0.03% of school age children. Photosensitive epilepsy occurs less frequently in 4% of those cases.*

Once an approved student is set to receive the printing of test items/stimuli as a restricted resource, that student may submit a print request to the TA during testing. Before the TA approves the student's request to print a test item, the TA must ensure that the test item is set to print on a printer that is monitored by staff who have taken the Test Administrator training modules for the Pilot Test. **Printed test items/stimuli, including embossed Braille printouts, must be collected and inventoried at the end of each testing event and securely shredded immediately. DO NOT keep printed test items/stimuli for future testing events.**

The following test materials must be securely shredded and recycled immediately after each testing session and may not be retained from one testing session to the next:

- Scratch paper and all other paper handouts written on by students during testing;
- Any reports or other documents that contain personally identifiable student information, including cards with student ID numbers used to help students log into the online system;
- Printed test items or stimuli.

TESTING IMPROPRIETIES

Improprieties are behaviors prohibited during test administration, either because they give a student an unfair advantage or because they compromise secure administration. Whether intentional or by accident, failure to comply with the following security rules, either by staff or students, will constitute a testing impropriety and will need to be reported to district staff, resolved, and (for the purposes of the pilot) reported by district staff to states for reporting to Smarter Balanced.

Item security rules include but are not limited to the following:

- No copies of the test items, stimuli, reading passages, or writing prompts may be made or otherwise retained. This includes using any digital, electronic, or manual device to record or retain an item.
- Descriptions of test items, stimuli, printed reading passages, or writing prompts must not be retained, discussed, or released to anyone. All printed test items, stimuli, and reading passages must be securely destroyed immediately following a testing session.
- Test items, stimuli, reading passages, or writing prompts must never be sent by email or fax, or replicated electronically.
- Secure test items, modified secure test items, stimuli, reading passages, or writing prompts must not be used for instruction.
- No review, discussion, or analysis of test items, stimuli, reading passages, or writing prompts before, during, or between sections of the test is allowed by students, staff, or TAs. Student interaction during a test is limited to what is dictated for the purpose of a performance task.
- No form or type of answer key may be developed for test items.

The following lists of administration improprieties by adults and students provide examples of what would be a violation of the above rules. These examples provide a basis for identifying a practice as an impropriety.

As with other testing improprieties, administration improprieties by an administrator or other adult include but are not limited to the following:

1. Failing to ensure administration and supervision of the Smarter Balanced Pilot Test by qualified, trained personnel.
2. Allowing anyone other than a student to log into the Pilot Test. This includes test administrators or other staff using student information to log in or allowing a student to log in using another student's information.
3. Giving out the username and password for authorized users to other individuals, including other authorized users.
4. Sending a student's name and SSID together in an email message.
5. Coaching or providing any other type of assistance to students that may affect their responses. This includes both verbal cues (e.g., interpreting, explaining, or paraphrasing the test items or prompts) and nonverbal cues (e.g., voice inflection, pointing, or nodding head) to the correct answer.
6. Providing a student access to another person's work/responses.

7. Leading students through instructional strategies such as think-aloud, asking students to point to the correct answer or otherwise identify the source of their answer, or requiring students to show their work.
8. Allowing students to continue testing beyond the close of the testing window.
9. Providing students with non-allowable materials or devices during test administration.
10. Modifying student responses or records at any time.
11. Taking paper test materials home or otherwise failing to securely store them.
12. Allowing students to take home test items, reading passages, writing prompts, or scratch paper that was used during the Pilot Test.
13. Copying or otherwise retaining test items, stimuli, reading passages, or writing prompts. This includes the use of photocopiers or digital, electronic, or manual devices to record or communicate a test item.
14. Using secure test items, modified secure test items, reading passages, or writing prompts for instructional purposes.
15. Developing answer keys to test items and using them for instructional purposes or to give students input on their progress and test performance.
16. Giving the media writing prompts, modified test items, and reading passages.
17. Reviewing or discussing the content of test items, stimuli, reading passages, or writing prompts for any reason.

Administration improprieties by a student include but are not limited to the following:

1. Students cheating, including passing notes or giving help to other students during testing.
2. Students talking during testing.
3. Accessing or using electronic equipment (e.g., cell phones, PDAs, iPods, or electronic translators) during testing.
4. Using a graphing calculator to exchange information between students or to store test items or answers.
5. Accessing the Internet during a testing event.
6. Accessing or using non-allowable resources, including other students' work, during a test administration.
7. Removing secure testing materials such as test items, stimuli, reading passages, writing prompts, or scratch paper from the testing environment.

TAs and SCs who have witnessed, been informed of, or suspect the possibility of a testing impropriety that could potentially affect the integrity of the tests or the data should immediately contact their DC and complete the report form located on the Smarter Balanced portal.

Please note that any breach in test security may also be subject to personnel action based on state and local laws, rules, and, policies.

FOLLOWING TEST ADMINISTRATION

Destroying Test Materials



Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any printouts must be securely stored and then destroyed when no longer needed.

The following test materials must be securely shredded and recycled immediately following each testing session and may not be retained from one testing session to the next:

- Any print-on-request documents printed for the students' use during testing. The TA Interface can generate a report that allows the tracking of all documents printed to make sure they have all been retrieved.
- Scratch paper and all other paper handouts written on or printed by students during testing.
- Any reports or other documents that contain personally identifiable student information, including student login cards that might contain student names and SSIDs.

Reporting Testing Improprieties and Irregularities

In addition to reporting testing improprieties, Test Administrators and School Coordinators should also report testing irregularities.

Testing irregularities are unusual circumstances that impact an individual or group of students who are testing and may potentially affect student performance on the test, test security or test validity. Examples of testing irregularities include major disruptions to a test, such as a fire drill, a school-wide power outage, or a force majeure.

In rare cases where testing improprieties or irregularities occur during administration of an online test, impacted tests may be invalidated, although invalidation will not occur automatically. Tests will not be invalidated until the facts associated with the alleged testing impropriety or irregularity are validated.

In extremely rare instances, the student's test may be reset at the request of the school district if a reset does not compromise the security or validity of the assessment. If an online test is reset, the student responses will be removed, and the student may retest.

Test Administrators and School Coordinators who have witnessed, been informed of, or suspect the possibility of a testing impropriety or irregularity should immediately contact their District Coordinator and complete the report form located on the Smarter Balanced portal.

APPENDIX A: SCHEDULING ONLINE ASSESSMENTS

Schools that participate in the Pilot Test will be assigned to a two-week testing window. Within that window, schools will need to complete the testing of all their students in the designated grade(s). The number of students who can test at one time will depend on the number of computers available to them as well as the school's network and bandwidth capabilities.

When setting testing times, remember to account for any time needed to start computers, load secure browsers, and log in students. **The online tests are NOT timed. Students may test over multiple sessions.** It is not good testing practice to allow an excessive amount of time to pass between beginning a test in a particular subject area and completing it.

The tables on the following pages show the approximate time each test will take. This information can help you estimate the number of days needed to administer the Pilot Test to all the students at your school, depending on the grade levels in which they are enrolled.

Three possible scenarios exist for the Pilot Test:

- Computer-administered items: Students take an assessment only and are not given any performance tasks (PT).
- Computer-administered items and one performance task (PT): Students take an assessment and complete an assigned performance task.
- Computer-administered items, classroom activity, and performance task: Students take an assessment, participate in a classroom activity, and complete one performance task.

Notes:

- The number of items in the computer-administered items portion of the pilot test will vary depending on the scenario.
- The tests are not timed, so all time estimates are approximate. Students should be allowed extra time if they need it.
- The computer-administered items portion of the pilot test should not be spread out over more than 3 sessions. Testing time can be spread out over multiple days as needed.

English Language Arts: Grades 3–8

	Computer-administered items Only	Computer-administered items plus one PT	Computer-administered items plus PT with classroom activity
Session 1	128 minutes (can be broken up over three sessions if desired)	64 minutes	64 minutes
Session 2		35 minutes	65 minutes (includes 30-minute classroom activity)
Session 3		85 minutes	85 minutes

English Language Arts: Grades 9–11

	Computer-administered items Only	Computer-administered items plus one PT	Computer-administered items plus PT with classroom activity
Session 1	140 (can be broken up over three sessions if desired)	70 minutes	70 minutes
Session 2		35 minutes	65 minutes (includes 30-minute classroom activity)
Session 3		85 minutes	85 minutes

Mathematics: Grades 3–8

	Computer-administered items Only	Computer-administered items plus one PT	Computer-administered items plus PT with classroom activity
Session 1	135 minutes (can be broken up over three sessions if desired)	45 minutes	45 minutes
Session 2		60 minutes	90 minutes (includes 30-minute classroom activity)

Mathematics: Grades 9–11

	Computer-administered items Only	Computer-administered items plus one PT	Computer-administered items plus PT with classroom activity
Session 1	135 minutes (can be broken up over three sessions if desired)	45 minutes	45 minutes
Session 2		90 minutes	120 minutes (includes 30-minute classroom activity)

APPENDIX B: TIDE USER GUIDE

Available during the week of 1/7/13